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AN ANNOUNCEMENT

The Office of Management and Budget

In Cooperation With

The U. S. Civil Service Commission

Announces The

FEDERAL EXECUTIVE DEVELOPMENT PROGRAM

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Executives in the Federal Service are developed through processes which deepen the individual's knowledge of a program area, whether line or staff. Additionally, a variety of significant developmental programs for senior program managers are used to broaden individuals prior to assuming executive responsibilities. These programs include work experience in the legislative branch, in State and local government, in private industry and long-term study at a university.

The objective of the Federal Executive Development Program (FEDP) is to provide an opportunity for senior managers to prepare for executive responsibilities in the career service through an inter-agency work experience. These executive responsibilities may include leadership in program areas or staff organizations. Through individually planned work assignments and formal training designed to sharpen the managerial skills of the individual, the program will improve the capability of individuals to assume important leadership roles in the future. Planned exposure to new roles in different organizations will broaden the program participants and test their capacity to operate in an executive role.

In 1973-74, the first year of operation, twenty-five outstanding men and women with demonstrated executive potential will be selected for participation in an intensive, year-long developmental program.

Eligibility

Full-time Executive Branch employees at the GS-15 level or equivalent in another salary system are eligible to apply. In addition to career and career conditional employees, those included are Schedule A and B appointees, career employees at the TVA and AEC, and members of the Department of Medicine and Surgery (VA).

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Approved

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Announcements and application forms have been mailed directly to employees who are registered in the Civil Service Commission Executive Inventory. If an eligible individual did not receive an application by mail, it is probable that his Inventory Record is not complete. Agency personnel offices have a supply of application forms and instructions for completing or augmenting Executive Inventory Records.

Selection

The FEDP is designed for people willing to undertake new experiences, accept broader responsibilities in their own or another agency, and meet the challenge of better management of public programs. For these reasons, the selection process begins with direct individual application. The rest of the selection process comprises three phases:

- Each agency will be asked to review the qualifications of their employees who have applied and recommend those they consider most suited for further consideration.
- These nominees will be evaluated during a series of centrally-administered assessment procedures.
- Selections will be made by a national board composed of distinguished persons in the field of public affairs.

Selections will be guided by an estimate of candidates:

1. Demonstrated potential for the management of programs, either line or staff.
2. Personal qualities which indicate a capacity to:
 - A) learn quickly
 - B) adjust to the varying needs of the public service.
3. Interest in developing capabilities to manage significant activities.

The Program

A key feature of the FEDP will be planned individual development. Selectees will spend approximately two months of the program in specially-designed group training at the Federal Executive Institute in Charlottesville, Virginia. The remainder of the year will consist of one or more developmental work assignments and supplemental training experiences individually planned to meet the needs of each participant.

The Federal Executive Institute training component will commence in early March 1974. Among the subjects which will be covered are the following:

- Federal executive roles
- Management systems and processes
- Policy processes
- The political and administrative environment
- Executive budget and management review

Each participant will work closely with the FEEDP staff to explore his personal career goals, make a realistic assessment of his strengths and weaknesses, and consider how these relate to the needs and priorities of the Federal Service. Work assignments will be specifically structured to round out the individual's skills and experience in preparation for the new career possibilities identified. Examples of the sorts of assignments which might be scheduled are the following:

- An assignment to a departmental policy staff for someone whose total previous experience has been at the bureau level.
- An assignment as an "Assistant to" an outstanding manager to understudy his techniques and approaches.
- An assignment as assistant to a line operating official for a participant whose career has been mainly in staff work.
- A field assignment for someone whose entire career has been at headquarters level, or vice versa.

Other enrichment activities will also be provided. For example,

- A brief assignment to work with an OMB Management Associate.
- Opportunities to observe hearings, press conferences, or other special events related to work assignments.
- Participation in short courses or other appropriate training.

Advancement Opportunities

The Federal Executive Development Program carries no built-in promise of reassignment or promotion, but it offers a developmental experience which should make its graduates prime candidates for a wide variety of positions requiring managerial and executive capabilities.

- As an interagency program which will bring participants into contact with a wide segment of the Federal service, the FEDP should enhance both qualifications for and opportunity to learn about career opportunities Government-wide.
- OMB and CSC will help agencies identify appropriate positions for program graduates and assist in obtaining full utilization of their skills.
- Those who complete the program will be so identified on all personnel forms and records.
- Completion of the FEDP will be considered a prime selective factor in making referrals from the Civil Service Commission's Executive Inventory for positions requiring managerial and executive skills.

Participants remain on the payrolls of, and retain incumbency rights in, their agencies for the duration of the program. In the event that an individual has not been assigned to a new position in his own or another agency by the end of the program, he will be returned to his original position or another of equivalent rank and authority.

How to Apply

Any eligible employee who wishes to be considered for the program must apply directly to:

Federal Executive Development Program
Room 6235, New Executive Office Building
726 Jackson Place, N. W.
Washington, D. C. 20503
Telephone: (202) 395-6917

Application forms and instructions on filing a new or supplemental Executive Inventory Record are available through agency personnel offices.

DEADLINE FOR FILING APPLICATIONS IS AUGUST 10, 1973

Inquiries should be made to Nanette Blandin at the Office of Management and Budget (202) 395-6917, or Sandra Teye at the U. S. Civil Service Commission (202) 632-4661.

Approximate Timetable:

August 10, 1973	Deadline for applications
December 21, 1973	Selections announced
March 3, 1974	Training component begins
May 1974	Developmental work assignments begin

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE		INITIALS
1	Director of Training 1026 C of C Bldg.		JUL 3		
2					
3					
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ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
<p>Remarks: Rod:</p> <p>The short deadline on applications for this program requires expeditious handling if the Agency plans to participate. While it appears to be a Training Selection Board matter, I imagine you will want to coordinate closely with the Director of Personnel also. At your convenience, let me have a little feedback (oral) on the likelihood of Agency participation.</p> <p style="text-align: right;"><i>[Signature]</i> LDP</p> <p>cc: D/Pers Att: DD/M&S 73-2767</p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.					DATE
Executive Officer to the DD/M&S 7D 24 Hqs x6535					12 Jul 73
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